



**BUILDING INSPECTION/CODE ENFORCEMENT/PLANNING BOARD/ZBA CLERK  
VILLAGE OF BROCKPORT**

The Village of Brockport (2.2 square miles, population ~8,300 which doubles when College is in session, ~1,766 parcels) seeks individual to assist the Building/Code Enforcement Department and Planning Board and Zoning Board of Appeals in a variety of clerical, customer service, meeting minutes taking and record keeping functions. The BI/CE Department is located at Brockport Village Hall and is comprised of 1 full time BI/CEO, 2 part time BI/CEO's, and the Clerk. The full time BI/CEO serves as direct supervisor to the BI/CE/PB/ZBA Clerk.

**Education and Experience:** secretarial, business, or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs are utilized such as I.P.S. by B.A.S.

Full time 35 hours per week to include monthly evening meeting of the Planning Board (currently 2<sup>nd</sup> Monday at 7pm) and Zoning Board of Appeals (currently 1<sup>st</sup> Thursday at 7pm). Wage range \$12.50 to \$15 per hour plus benefits. New York State Retirement System. Position is Civil Service Exempt – title is Secretary to Planning and Zoning Boards.

Download employment application from [www.brockportny.org](http://www.brockportny.org). Send cover letter to include names, titles and contact information for 3 references, and résumé with completed employment application by e-mail to: [lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) or by mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420.

**Application deadline: Noon, Tuesday, December 15, 2015**

Leslie Ann Morelli  
Brockport Village Clerk